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| *Job Description* |
| JOB TITLE: | ***Medical Writing Intern*** | COUNTRY: | ***USA*** |
| LOCATION: | ***Remote*** | ALT LOCATION: | ***N/A*** |
| DEPT NAME: | ***GCDO – Medical Writing & Transparency*** | DEPT NO: | ***N/A*** |
| REPORTS TO: | ***GCDO – Medical Writing & Transparency*** | FLSA STATUS: | ***Exempt*** |
| JOB TYPE: | ***Temporary*** | WORK LOCATION TYPE: | ***Home Based*** |
| IS POSITION SUPERVISORY? ***NO*** | Budget Number: | ***21700*** |
| % OF TRAVEL:  ***<10%*** | TRAVEL TYPE: | ***US Only*** |  |
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***This Job Description provides a summary of the duties and/or characteristic of work performed and is not inclusive of every detail of the job for every individual assigned to the position. Other duties not listed below may be assigned as needed.***

**Brief Description:**

The Medical Writing Intern (MWI) assists with medical writing activities in support of the GCDO – Medical Writing & Transparency department. The MWI works closely with MW personnel to develop regulatory documents in support of company products. This individual will work to assigned timelines, communicate effectively to the responsible medical writer, and ensure their deliverables are completed according to appropriate quality standards.

**Job Responsibilities**

* Assist in writing and reviewing regulatory documents (eg, investigator’s brochures, participant narratives, clinical study protocols and reports)
* Ensure that documents comply with International Conference on Harmonization guidelines, Jazz Pharmaceuticals SOPs, and Good Clinical Practices
* Assist the responsible medical writer with managing document timelines
* Participate in department and/or clinical trial team meetings and collaborative efforts (eg, department initiatives)

**Required Knowledge, Skills, and Abilities**

* Strong written and oral communication skills
* Strong organization and time management skills and attention to detail
* An understanding of the clinical development process, including the documents that are required at each stage is preferred
* Exposure to Good Clinical Practices (GCP) regulations preferred
* Proficient with Word, Excel, and PowerPoint
* No industry experience required

**Required Education**

* 2+ years undergraduate education
* Seeking degree in the sciences

*Jazz Pharmaceuticals is an equal opportunity/affirmative action employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any characteristic protected by law.*